

**SAM – INFORMATION TECHNOLOGY  
(California Department of Technology)**

**SPECIAL PROJECT REPORT-  
GENERAL REPORTING REQUIREMENTS**  
(Revised 6/2015)

**4945**

Preparation of an Special Project Report ([SPR](#)) is required whenever a project substantially deviates from the costs, benefits or schedules documented in the approved Stage 4 Project Readiness and Approval, when a major revision occurs in project requirements or methodology, when criteria listed in SAM Section 4819.37, other than the project's cost exceeding the level the California Department of Technology (Department of Technology) may have delegated to the Agency/state entity, arise during the development or implementation of the project, or when a significant change in state policy draws into question the assumptions underlying the project. No encumbrance or expenditure of funds shall be made to implement an alternative course of action until approval has been received from the Department of Technology or the Agency/state entity director, as appropriate. SAM Section [4819.36](#) lists specific conditions that require submission of an SPR to the Department of Technology.

If an SPR for a delegated project must be submitted to the Department of Technology, the Agency/state entity must attach to the SPR a copy of the approved Feasibility Study Report or all approved Project Approval Lifecycle Stage/Gate deliverables and the Transmittal signed by the Agency/state entity director or his/her designee.

The SPRs which must be submitted to the Department of Technology should be transmitted within 30 days after recognition of a substantial deviation. The SPR must be submitted to the Department of Technology and the Office of the Legislative Analyst. SPRs must be submitted in a format specified by the Department of Technology and signed by the Agency/state entity director or the director's designee. See [SIMM Section 30](#) for SPR Preparation Instructions.